

APPROVED MINUTES
VIRGINIA BOARD OF LONG TERM CARE ADMINISTRATORS
MEETING MINUTES

The Virginia Board of Long Term Care Administrators convened for a board meeting on Thursday, April 24, 2014 at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2nd Floor, Training Rooms 1A, B, C, Henrico, Virginia.

The following members were present:

Tom Orsini, NHA, Chair
Karen Stanfield, NHA, Vice-Chair
John Randolph Scott, NHA, ALFA
Doug Nevitt, ALFA
Marj Pantone, ALFA
Derrick Kendall, NHA

The following members were absent for the meeting:

Amanda Gannon, NHA
Shervonne Banks, Citizen Member

DHP staff present for all or part of the meeting included:

Lisa R. Hahn, Executive Director
Lynne Helmick, Deputy Executive Director
David Brown, DC, Agency Director
Elaine Yeatts, Senior Policy Analyst
Missy Currier, Board Operations Manager

Quorum:

With 6 members present but lacking at least one citizen member as required by Law, a quorum was unable to be established. The business portion of the meeting was held however voting matters were not considered.

Guests Present:

Beverly Soble, VHCA
Charles Giles, DHP
Elizabeth Carter, PhD, DHP
Dr. William Harp, Executive Director, Board of Medicine

CALLED TO ORDER

Mr. Orsini called the Board meeting to order at 9:45 a.m. and announced that the agenda would be re-ordered due to the unforeseen circumstances. Mr. Orsini welcomed the new members to the board and asked that everyone introduce themselves. He also welcomed Dr. David Brown, the new Director of the Agency.

PUBLIC COMMENT PERIOD

There was no public comment.

EXECUTIVE DIRECTOR'S REPORT – Lisa R. Hahn

Ms. Hahn gave welcome to the newest members to the board; Marj Pantone who will represent the ALFA position and Derrick Kendall who will represent the NHA position.

Ms. Hahn shared the following budget figures:

February 2014: the cash balance as of June 30, 2013 was \$(344,393); the revenue to date for FY14 was \$161,235; the direct and allocated expenditures were \$290,588; the ending cash balance as of February 28, 2014 was \$(473,746).

March 2014: the cash balance as of June 30, 2013 was \$(344,393); the revenue to date for FY14 was \$363,945; the direct and allocated expenditures were \$325,137; the ending cash balance as of March 31, 2014 was \$(305,585).

Discipline Statistics

Ms. Hahn reported there are currently 25 open cases; 13 cases in Investigations, 9 cases in the probable cause level, 1 case in APD, 1 in the informal stage and 1 at the formal stage. Ms. Hahn stated that 17 Orders were currently being monitored for compliance.

Historical Data

Ms. Hahn shared the following case information with the board:

Cases received between January 1, 2009 - 2014:

- n 212 ALFA Cases (42 average)
- n 140 NHA Cases (28 average)
- n Average 70 combined cases per year

Cases received in Jan 2013 – Dec. 2013

- n 54 total received
- n Tier One efforts and increased professionalism

Case Statistics for CY13

9 Total Informal Conferences Held:

- n 7 - ALFA Hearings
- n 2 - NHA Hearings
- n 4 cases were closed with no violation at IFC
- n 5 - Orders with Terms were issued
- n 1 revocation and 1 suspensions of licensure in 2013
- n 2 revocations and 4 suspensions of licensure in 2012

Ms. Hahn pointed out that the case load decrease could be attributed to the upfront work between the board and the enforcement division. The other factor that has contributed to the decrease in cases is a “leveling off” that is seen after a few years of regulating a new profession through the establishment of higher standards.

Virginia Performs – Second Quarter 2014

Ms. Hahn reported the clearance rate was 86%. During this quarter we received 7 cases and closed 6. The age of our pending case load over 250 days was at 9%; the percent of cases closed within 250 business days was 67%; the customer satisfaction rating achieved was 96.3% for FY12.

Ms. Hahn gave special recognition to her staff for their great customer service.

Licensee Statistics

Ms. Hahn reported the numbers of current licensees in the State of Virginia are as follows:

- NHA: 818 Administrators; 68 AIT’s; 227 Preceptors
- ALF: 587 Administrators; 86 AIT’s; 3 “Acting AIT’s”, 174 Preceptors

Renewals

Ms. Hahn reported the following renewal statistics following the March 31, 2014 renewals:

	Renewed	Expired
ALFA’s	559	65
ALF Preceptor’s	156	25
NHA’s	755	80
NHA Preceptor’s	217	25
	<hr style="width: 50%; margin: 0 auto;"/> 1,687	<hr style="width: 50%; margin: 0 auto;"/> 201

Ms. Hahn was pleased to share that 64 additional Licensees selected the option to have their name added to the “voluntary preceptor” list. She stated that the board is trying their best to make finding a Preceptor less burdensome for prospective AIT’s.

Fee Increase

Ms. Hahn stated that the regulations for a Fee Increase had been approved by the Governor and that Elaine Yeatts would provide further details in her report.

Share Point

Ms. Hahn shared new software that her boards are piloting for the Agency called “SharePoint”. She explained that it is software that will allow board members to have portal access to certain secure information such as case files, board agenda’s, etc. She explained that each member must complete security training and go through registration with VCC before they can begin to use the software. Ms. Hahn said that instructions and information would be sent to each member in the very near future.

Board Presentations

Ms. Hahn shared the following presentations had been conducted by staff:

- n **11/6/13– vaLTC Fall Conference in Roanoke, VA – Missy Currier**
- n **02/11/14 – St. Mary’s Woods Networking Event – Lisa Hahn**
- n **4/10/14 – VALA in Newport News – Lisa Hahn**

NAB Business

National Level –

- **NAB & ACHCA Joint Effort** to create an administrator in training (AIT) preceptor development curriculum and program that meets preceptor training requirements in multiple states.
 - n Create a Model AIT Training Program
 - n Provide opportunities for administrator licensees to “give back” to their profession by actively serving as preceptors for emerging LTC leaders.
- **University of Wisconsin Eau Claire**
 - n Online Preceptor Certification Program
 - n Trying to talk them into letting VA pilot the use of their program

Calendar

Ms. Hahn asked the board members to reserve the following dates on their calendars:

- **June 24th; September 9th and December 16th**

NEW BUSINESS

Report of Regulatory Actions – Elaine Yeatts

Ms. Yeatts referred the members to the report included in the agenda packages.

Adoption of Final Amendments for a Fee Increase

Ms. Yeatts reviewed the updated financial position and provided background to assist them with the information they will need to make a decision on proposed fee increases.

Ms. Yeatts explained the methodology for the fee increases by offering different options. She explained the difference in the options was a matter of timing and anticipation of the need for another fee increase. Because the board was unable to establish a quorum, a vote was not taken.

PRESENTATION – Elizabeth Carter, Director, DHP Healthcare Workforce Data Center

Dr. Carter provided informative statistical information regarding Virginia survey results conducted by the Healthcare Workforce Data Center. She stated that they received an 88% response rate from renewing practitioners for NHA and 81% for ALFA, which gave an accurate picture of Virginia's Long Term Care Administrators workforce.

Ms. Hahn thanked Dr. Carter for her presentation and stated that the information was very helpful to the profession.

BREAK

The board recessed at 10:15 a.m. and reconvened at 10:45 a.m.

ADJOURNMENT

Mr. Orsini adjourned the meeting at 11:05 a.m. The next scheduled board meeting is June 24, 2014, but we hope that we will be able to reconvene sooner in order to vote on unfinished matters.

Thomas J. Orsini, NHA, Chair

Lisa R. Hahn, Executive Director

Date

Date